

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name:	Current Date:
Classification: <b>Air Resources Engineer</b>	Position #: <b>673-710-3735-001</b>
Division/Office: <b>Air Quality Planning and Science Division</b>	CBID: <b>R09</b>
Section: <b>Central Valley Air Quality Planning Section</b>	
Supervisor Name: <b>Alicia Adams</b>	Supervisor Classification: <b>Air Resources Supervisor I</b>

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: The Central Valley Air Quality Planning Section (CVAQPS) is responsible for air quality planning for California's Central Valley, including the San Joaquin Valley, and certain other areas of the State, as well as for broader, statewide particulate matter (PM) planning and analysis efforts. The section is lead in the review and preparation of State Implementation Plans (SIPs) for PM and ozone for select areas of the State, the California Regional Haze Plan, and the analysis of PM-related technical and policy issues. The section is responsible for data analysis related to air quality planning, including assessing the interrelation of PM air quality data, meteorology, and emissions in support of regulatory and policy directives designed to meet State and National Ambient Air Quality Standards (NAAQS). The CVAQPS also reviews particulate matter data associated with exceedances of air quality standards resulting from natural events for exclusion of those data from regulatory determinations. The CVAQPS works with divisions throughout CARB, as well as with local air districts, U.S. Environmental Protection Agency (EPA), and various public and private stakeholder groups.

CONCEPT OF POSITION: Under supervision of the Air Resources Supervisor I, the Air Resources Engineer (ARE) in the Central Valley Air Quality Planning Section applies engineering skills and expertise to analyze and evaluate PM and ozone air quality data for State Implementation Plan (SIP) development for numerous nonattainment and maintenance areas throughout the State. The ARE cultivates and applies programming, modeling, engineering skills, and other expertise to develop and evaluate strategies and measures to reduce emissions in nonattainment areas in order to meet State and National Ambient Air Quality Standards. The ARE assesses sources of PM and ozone air pollution emissions data and other information to support coordination of SIP development and control strategy recommendations for areas throughout the State faced with unique air quality challenges. The ARE provides policy interpretations and recommendations based on science and engineering expertise, and consults with Federal, State, local agencies, stakeholders and community groups. The ARE represents CARB in various joint operations, speaks before groups, and responds to external inquiries. The ARE prepares briefing documents, technical reports, presentations, web pages, correspondence, and other materials. Assess potential regulatory amendments to support regulatory implementation and coordination among CARB programs, and assist with public outreach and communication to all stakeholders. The ARE establishes and maintains cooperative working relationships, adheres to CARB policies and procedures, and communicates effectively with management.

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<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
25% - E	Conduct evaluations and analyses of particulate matter and ozone emissions, and meteorological data to assist in the evaluation of PM and ozone impacts on nonattainment areas in the State. Understand nonattainment area emission sources and evaluate appropriate controls to support the development of approvable SIPs through utilization of mapping, analytical tools and various databases. Develop and present technical information and reports on data analysis, trends analysis, and source attribution to articulate findings, make recommendations, and support program decision making.
25% - E	Process and analyze air quality data, emissions data, and assess regulations and other air quality documents as it pertains to SIP development and implementation. Prepare and deliver technical and informational presentations and reports to articulate findings, make recommendations, and support program decision making. Respond to inquiries and/or requests from other CARB Divisions, Branches, or Sections, other agencies, and the public. Write various technical documents, reports, memos, and correspondence as appropriate.
20% - E	Administer, track, and manage grants pertaining to woodstove changeouts and air quality planning activities. This includes analysis on air quality improvements, attainment status, and SIP implications. Preparing and analyzing reports and impacts on air quality data. Activities may involve negotiation and coordination with the public, outside vendors, other agencies, CAPCOA, local air districts, other CARB Divisions and the Executive Office. Develop correspondence in addition to reviewing contract/grant tracking, budgets, invoices, and other administrative documents.
20% - M	Support completion of special projects as assigned by section, branch, or division management, including high-priority assignments requiring rapid response and coordination. Work with supervisor to develop draft letters, prepare public correspondence, and complete other assignments as needed to respond to inquiries. Draft presentations, speaking notes, and background materials for the Executive Office, Board members, or the Governor's Office.
10% - M	Coordinate and organize inter-divisional and multi-agency meetings, calls, and communications to ensure positive progress in the development of SIPs and other Section planning responsibilities. Develop technical information, reports, material for workshops, Board presentations, and executive office briefings to support the development of approvable SIPs, trends analyses, and source attribution for Regional Haze, PM, and ozone for areas throughout the State.

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